

General Services

Administrative Service

Functions:

Space Original quarters assigned to CIG
Gradual acquisition of additional space
Buildings occupied by CIA as of
31 Dec. 1947
1948
By rental 1949
purchase 1950
construction 1951

Approximate square feet of area - office space, warehouses, garages, etc.
Contemplated additions to 30 June 1952

Installations outside Washington FOIAb3b1
outside U.S.

Support of other CIA offices such as [REDACTED]
Training Division etc.

Projects for evacuation and emergency quarters

Reproduction facilities:

Gradual growth of printing offices and their establishment
in new quarters
Volume and number of separate items produced

Transportation

Gradual growth

Travel services: Extension of function to local and overseas

Shipping Services:

Overt

Covert

Gradual increase in volume and variety

Courier service

Development

Attachment to OCD - dates, etc.

Return to General Services

Files: when and why taken over from OCD

Moving:

Gradual necessity for moves with increasing personnel in CIA

Brief account of moves made in 1950

1951

Brief account of relocation of telephones necessitated by
moving offices

Advisor for Management

Development into Management Analysis Office

Comment on growth of office and assumption of additional functions

Production of statistical charts

Growth and abolition

Establishment of Organization & Methods Division

Procurement

When was separate division established?

How long was it a function of Administrative Services?

Gradual increase in staff of divisions of Administrative Services
as of 31 Dec. 1947

1948

1949

1950

1951

— Chart showing present set-up of General Services